

Acceptable Use Policy Years 3 – 8



When I am using the computer or other technologies, I want to feel safe all the time. I have understood and will comply with the following statements:

S



- Ⓢ I will only go on the internet using my own login details. I will always keep these private. If I think someone knows my password I will tell a teacher.
- Ⓢ I will take care of any school-owned IT equipment and return to the correct place when I have finished using it. I will not eat or drink while using IT equipment.
- Ⓢ I will only bring my mobile phone or other devices to school with permission from my teacher. I will only use these when my teacher tells me I can. I will not take pictures or video with my own devices.

A



Social Media/Internet Usage:

- Ⓢ I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- Ⓢ I will not say nasty or hurtful things about any member of staff or pupil online. If I see anything like this I will tell my teacher immediately.
- Ⓢ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- Ⓢ I will always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are examples of personal details). This includes photographs or video images of me, other pupils or members of staff.
- Ⓢ I will tell a teacher straight away if anything makes me feel unhappy or uncomfortable online, this includes any hurtful comments about the school, staff or pupils.
- Ⓢ I will never meet an online friend without taking a responsible adult that I know.

F



Managing Digital Content:

- Ⓢ I will only use school-owned equipment to create pictures, video and sound. Media will only be taken with permission from the individual first.
- Ⓢ I will not publish anything online e.g. images or pictures, without asking my teacher.
- Ⓢ I will only use memory sticks with permission from my teacher.
- Ⓢ I will not install any software on school computers.

E



Email/Messaging:

- ✉ I will only use my school email address to contact people I know or those agreed by my teacher.
- ✉ I will take care in opening any attachments sent by email. I will not open an attachment or download a file, unless I know and trust the person who has sent it.
- ✉ I will make sure all messages I send are respectful and polite.
- ✉ I will not use my school email to forward chain emails or spam.

I know that once I post a message or an item on the internet then it is completely out of my control.

I understand that my school might check how I use the internet or other technology and will talk to my parents if they are worried about my Esafety.

I understand that if I don't follow these rules, in school and outside of school, I could be stopped from using the internet or computer.

I have read and understand these rules and agree to them.

Signed:

Print name:

Date:.....